

**Request for Proposals  
West Lafayette City Hall  
Construction Manager as Constructor (CMc) Services**

**Invitation**

The City of West Lafayette is requesting proposals for the services of a Construction Manager as Constructor (CMc) as allowed under Indiana Code 5-32 for the West Lafayette City Hall project. This project involves the adaptive re-use of the Morton Center (222 N. Chauncey Avenue) into the West Lafayette City Hall. A summary of the project, services requested, submission requirements and selection process are included herein.

**Background**

Even before toxic mold forced staff out of West Lafayette's City Hall in 2014, the administration had been operating out of disparate locations due to space constraints in the now demolished building. Today, the City is operating out of a range of structures spread throughout the City. This includes a century's-old firehouse, its police headquarters, a former agriculture barn, and a Great Depression-era elementary school.

In 2017, the City embarked on the West Lafayette City Hall Viability Study to evaluate current City facilities, identify space needs for each City department, compare alternative sites and provide recommendations for future facilities. This study was completed by Pizzuti from Columbus, Ohio. Pizzuti recommended the City move forward with the targeted renovation and adaptive reuse of the Morton Center to accommodate City Hall functionality while continuing to operate the facility as a community center. A copy of this plan is available on the City's website at the following link: [http://www.westlafayette.in.gov/egov/documents/1530198772\\_70455.PDF](http://www.westlafayette.in.gov/egov/documents/1530198772_70455.PDF)

The City has accepted these recommendations and is now moving forward to implement this plan. As the first action in planning for the renovation, the City has issued separate requests for services needed to plan, build and oversee the project. These include: (1) Architecture/Engineering Services (2) Construction Manager as Constructor (CMc) services, and (3) Owner's Representative services.

**Project Summary**

The proposed project includes the strategic renovation and adaptive reuse of the Morton Center facility (former Morton Elementary School) for community center and city hall functionality. A summary of key aspects of the proposed project follow.

**Site:** The project would include site improvements in the block bordered by Chauncey Avenue, Columbia Street, Salisbury Street and North Street. Site improvements would include a modified accessible main entrance, potential building expansion, drop-off area, council chambers entrance, outdoor programming areas, parking improvements and related work. The building and site are owned by the City. Additionally, the schematic design of the project will consider the conversion of Chauncey Avenue into a pedestrian plaza and greenspace between the Morton Community Center and the West Lafayette Public Library.

**Building:** The existing building is a 36,000 square foot, two-story, flat-roofed brick and limestone structure. It was dedicated in February 1930 and was listed on the National Register of Historic places in 1999. The City's goal is to make this a green/sustainable facility. Specific goals and

objectives for the level of green and sustainable design will be determined early in the design phase. Building improvements are expected to include:

- New, high efficiency HVAC system
- New windows
- Improved integration of technology, including AV in the multi-purpose and conference rooms and facility-wide WiFi access
- Accessibility improvements (entrances, bathrooms, play areas, etc.)
- Updated playground and plaza space
- Shared plaza/greenspace with the library
- Catering kitchen
- Improved signage/wayfinding
- Additional public art
- Updated interior finishes (carpet, paint, tile, etc.).

Temporary Accommodations: The building and site will be vacated by January 2019. The City has secured temporary space at an off-site location for operations during construction. No services related to temporary accommodations are required.

Cost/Funding: Pizzuti estimated a cost of \$6.92 to \$8.64 million for the project, not including site costs and with a 10-15% margin of error. For these reasons, the City is budgeting up to \$12.0 million toward the project inclusive of all construction and non-construction costs. It is anticipated that the City will sell bonds for this project upon validation of the project budget following the schematic design phase of the project.

Schedule: The City's goal is to begin construction in the spring of 2019, with completion in 2020.

### **Services Requested**

The City of West Lafayette is looking to contract with an experienced CMc to provide the full range of pre-construction and construction services.

### **Submittal Requirements**

Eight hard copy responses and a PDF version on a flash drive shall be submitted by 8:30am (EDT) on August 15, 2018. ***Documents received following that date and time will not be considered.*** Please seal all submittal documents in a separate interior envelope or box labeled as follows.

West Lafayette City Hall  
Proposal for CMc Services

Responses are to be sent to:

City of West Lafayette  
Department of Development  
Attention: Redevelopment Commission  
222 N. Chauncey Ave.  
Room 102  
West Lafayette, IN 47906

The submittal shall include the following components, submitted in this order. The total submission shall not exceed 25 pages. Please print double sided.

1. Cover Letter
2. Firm Background –
  - Include lines of service, general approach to projects
3. Project Team
  - Include brief resume for each team member including their role in the project and date of employment
  - Include client's main point of contact
  - Identify percentage of time each individual will commit to the project
  - Identify hourly rate of each individual
4. Similar Projects Completed
  - This should document the firm's experience on historic renovation and adaptive reuse projects of similar size and complexity.
  - This should document firm's general experience with Construction Management and experience with CMc on Public Works projects in Indiana.
5. References
  - Provide a minimum of three client references with contact information
  - Provide references from Architect/Engineering teams you have worked with on construction management projects. Identify any that were specifically for a CMc project
6. Project Approach - This should include responses to the following:
  - Indicate firm's approach and timing for developing a Guaranteed Maximum Price.
  - Indicate your approach to self-performing work or pre-qualifying first tier subcontractors.
7. Project Scope of Work
8. Project Schedule (Gantt Chart)
9. MBE, WBE and VBE Participation
  - Respondents should provide a summary of the firm's history of contracting with or hiring minority, women and veteran owned business enterprises; and
  - Respondents should provide a summary of good faith efforts to fulfill goals for contracting with or hiring minority, women and veteran business enterprises
10. Certificate of Insurance and Bonding – Indicating compliance with the following:
  - Provide documentation from your surety or bonding agent regarding your firm's bonding capacity. The selected Construction Manager as Constructor will be required to provide a payment and performance bond in the amount of the Guaranteed Maximum Price.

Construction Manager as Constructor shall maintain the following minimum insurance:

**Commercial General Liability (Occurrence Form)**

○ Each Occurrence	\$1,000,000
○ Products/Completed Operations Aggregate	\$3,000,000
○ General Aggregate (other than Prod/Comp Ops Liability)	\$3,000,000
○ Personal & Advertising Injury Liability	\$1,000,000

*CMc to purchase and maintain general liability and other insurance as specified and to cause The City of West Lafayette, Indiana and Owner's Representative to be listed as*

*Additional Insured with respect to such liability and other insurance purchased by CMC for Project.*

**Contractor's Professional Errors & Omissions**

CMC shall carry Contractor's Professional Errors and omissions with a limit of \$1,000,000

**Automobile Liability**

- Combined Single Limit \$1,000,000

*CMC to purchase and maintain general liability and other insurance as specified and to cause The City of West Lafayette, Indiana and Owner's Representative to be listed as Additional Insured with respect to such liability and other insurance purchased by CMC for Project.*

**Workers Compensation and Employer's Liability**

- Workers Compensation State Statutory Limits
- Employer's Liability
  - Bodily Injury by Accident \$500,000 Each Accident
  - Bodily Injury by Disease \$500,000 Policy Limit
  - Bodily Injury by Disease \$500,000 Each Employee

**Umbrella Liability**

- Each Occurrence and Aggregate \$4,000,000

*CMC to purchase and maintain general liability and other insurance as specified and to cause The City of West Lafayette, Indiana and Owner's Representative to be listed as Additional Insured with respect to such liability and other insurance purchased by CMC for Project.*

***All coverages must be placed with an insurance company with an A.M. Best rating of A- (Financial Size Category of VII or better).***

**11. Safety**

- Provide a summary of the firm's safety record, including Experience Modification Rate

**12. Price Proposal**

**13. Acknowledgements**

- Acknowledge firm capacity to complete this project per the schedule submitted.
- Acknowledge verification of receipt of all addendums to this posting.
- Acknowledge ability to meet requirements of the City's Standard Contract terms.

**Selection Process**

The following is a summary of the review/selection process:

- Upon receipt of submissions, the City's evaluation committee will review proposals and short list firms.
- Firms may be invited for an interview between September 4 and September 14, 2018.
- Interviews will last one hour and will consist of an opportunity for your firm to present your proposal followed by a question and answer discussion.
- At the interview, the City's expectation is to meet with the actual team to be assigned the project, including the project manager.
- After the interviews, the evaluation committee will review all information received and forward a recommendation to the Board of Works for formal action.
- The evaluation committee will consist of:
  - Mayor John Dennis

- City Clerk Sana Booker
- Kathy Lozano
- Tim Clark
- Larry Oates
- Erik Carlson
- Erin Easter
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- The evaluation criteria for the project is as follows:

Evaluation Criteria	Weight (100 total)	Score (1 lowest, 10=highest)	Weighted Score
General Experience and Qualifications	15		
CMc Experience	15		
Historic and Adaptive Re-Use Experience	20		
Experience of Project Team	15		
MBE, WBE and VBE Participation History and Good Faith Efforts	10		
Compliance with RFP	5		
Fees	20		
<b>TOTAL</b>			

#### Additional Notes and Requirements

- The selected firm will be required to furnish an agreement containing the provisions attached at the end of this Request for Proposals. The firm's ability to meet these terms shall be acknowledged in the firm's proposal.
- The Redevelopment Commission has established a 10 percent goal for participation in the overall project by minority/women/veteran owned businesses. Firms certified as minority/women/veteran owned businesses by the City of Indianapolis or the Indiana Department of Transportation will be considered eligible for meeting this goal.
- The City of West Lafayette reserves the right to reject any or all responses and to waive any informalities or irregularities in any of the responses.
- The City of West Lafayette intends to establish a Guaranteed Maximum Price for this project. The intent is to establish a GMP at the earliest date possible. In no case shall this be later than after bids have been received from first-tier subcontractors and prior to construction commencing. The GMP will also identify the required date(s) of substantial completion.
- The City of West Lafayette would prefer to select the same CMc for both the City Hall project and the Rec Center project also in the RFP stage, but it is open to different vendors for each project. If CMc is interested in both projects CMc shall provide evidence that CMc has the ability (personnel, bonding capacity, etc.) to perform both projects concurrently.
- It is anticipated that award will be made on or about September 19, 2018.

- Contracts executed related to this solicitation shall include the City of West Lafayette's standard contract terms. A copy of these can be obtained by emailing [ecarlson@westlafayette.in.gov](mailto:ecarlson@westlafayette.in.gov).

### **Questions and Clarifications**

In order to provide an equal opportunity to meet and communicate with the evaluation committee in accordance with state statute, the City will only answer written questions submitted by email during the RFP period. Verbal inquiries shall not be made to City or selection committee representatives.

Questions shall be submitted to:

Erik A. Carlson  
Director of Development  
City of West Lafayette  
[ecarlson@westlafayette.in.gov](mailto:ecarlson@westlafayette.in.gov)  
Subject Line: "City Hall CMc Q&A"

Questions must be emailed by August 3, 2018 at 4:30pm (EDT). If clarifications or corrections need to be issued to this Request for Proposals, an addendum with all questions and responses will be <http://www.westlafayette.in.gov/departments/division.php?structureid=44>